

**Department of Health & Human Services
Administration for Children and Families**

Program Office: Office of Refugee Resettlement
Funding Opportunity Title: Matching Grant
Announcement Type: Initial
Funding Opportunity Number: HHS-2007-ACF-ORR-RV-0119
CFDA Number: 93.567
Due Date for Applications: **12/4/2006**

Executive Summary:

The Administration for Children and Families' (ACF) Office of Refugee Resettlement (ORR) is soliciting applications for the Voluntary Agency Matching Grant Program. The Matching Grant Program is an alternative to public assistance designed to enable refugees to become self-sufficient within four to six months from date of arrival into the United States of America (U.S.) Services provided under this agreement include, but are not limited to, case management, maintenance assistance, and employment services.

This award covers a one-year project period. This year's award will be for January 1 through December 31, 2007.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

Section 412(c)(1)(A) of the Immigration and Nationality Act (8 U.S.C. § 1522(c)(1)(A)). Section 7(a) and (b) of the Refugee Assistance Extension Act of 1986 (Pub. L. 99-605)(8 U.S.C. 1522 note).

Eligible Client Population

To be eligible for Matching Grant assistance, clients must provide documentary proof of one of the following statuses as a condition of eligibility. Henceforth, all eligible clients will be referred to as "refugees" unless the context indicates otherwise.

- a. Refugees or asylees under 45 CFR 400.43;
- b. Cuban and Haitian entrants under 45 CFR Part 401;

- c. Certain Amerasians from Vietnam under 45 CFR 400.43;
- d. Victims of Severe Form of Trafficking, per section §107(b)(1)(A) of the Trafficking Victims Protection Act of 2000, Pub. L. No. 106-386, and certain family members of victims of a severe form of trafficking, per the Trafficking Victims Protection Reauthorization Act of 2003 (TVPRA), Pub. L. No. 108-193 (22 U.S.C. § 7105(b)(1)(A)). [See ORR State Letters #00-17 (as clarified by #00-22); #01-13 (as modified by #02-01; and #04-12.)]

Enrollment Criteria

The date of eligibility for Matching Grant Services is counted from the date of arrival into the country for refugees and Amerasians; the date an individual becomes a Cuban/Haitian entrant; the date of the final grant of asylum for asylees; and the date of the certification or eligibility letter for victims of severe forms of trafficking. Enrollment into the Matching Grant Program must be within 31 days of the date of eligibility for the individual. Agencies may request from ORR an exception to the eligibility date for asylees if the date of notification to the asylee differs from the date of the grant of asylum.

At least one member of the refugee unit must be deemed employable for the case to be enrolled into the Matching Grant Program, and all other members must be otherwise eligible. The following refugees are not eligible for the Matching Grant Program:

- Elderly or disabled refugees who are expected to receive Supplemental Security Income (SSI) within nine months after arrival;
- Refugees who are not expected to become employed shortly after eligibility for the program;
- Individuals who are already economically self-sufficient. Economic self-sufficiency means earning a total family income at a level that enables a family unit to support itself without receipt of a cash assistance grant (45 CFR 400.2); or
- Individuals receiving other forms of cash assistance or supplementary income such as Refugee Cash Assistance (RCA), Temporary Assistance for Needy Families (TANF) or SSI, or participating in ORR funded Wilson/Fish Alternative Program, Public Private Partnerships, or Unaccompanied Refugee Minors programs.

Refugees who have migrated to a new site may be enrolled into the Matching Grant Program if:

- They have not applied for cash assistance or enrolled in the Matching Grant Program elsewhere;
- The affiliate belongs to the same Voluntary Agency (Volag) that provided the initial reception and placement services; and
- They enroll at the new site within 31 days of eligibility.

In cases where a secondary migration occurs to a site where an affiliate of the same agency does not exist or participate in the Matching Grant Program, enrollment will be permitted within the first 31 days with written concurrence of the initial resettlement agency and approval by ORR. In cases for which no agency has been assigned, i.e., in cases involving asylees, victims of severe forms of trafficking, and certain Cuban and Haitian entrants, enrollment into the program must be coordinated with other local agencies participating in the Matching Grant Program to assure no duplication of enrollment.

Refugees who are resettled by a local affiliate through the Department of State Reception & Placement program may not enroll in Matching Grant services through an affiliate of a different Volag in that same locale without prior approval by ORR.

II. AWARD INFORMATION

Funding Instrument Type: Cooperative Agreement

Substantial Involvement with Cooperative Agreement:

Substantial Involvement with Cooperative Agreement:

A cooperative agreement is a specific method of awarding Federal assistance in which substantial Federal involvement is anticipated. A cooperative agreement clearly defines the respective responsibilities of ORR and the grantee prior to the award. ORR anticipates that agency involvement will produce otherwise unavailable programmatic benefits to the recipient. The involvement and collaboration includes:

- ORR participation in the allocation of Matching Grant funding and services throughout each affiliate network;
- ORR involvement in the design or direction of service delivery models; and
- Close monitoring by ORR of the implementation, conduct, and results of services performed under the cooperative agreement.

Anticipated Total Priority Area Funding: \$60,000,000

Anticipated Number of Awards: 0 to 9

Ceiling on Amount of Individual Awards: \$16,000,000 per budget period

Floor on Amount of Individual Awards: None

Average Projected Award Amount: \$5,500,000 per budget period

Length of Project Periods: 12-month project and budget period

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

Eligible applicants are public or private non-profit organizations that:

- Have, through its national offices and its affiliates, an ongoing relationship with the refugees that has been established as a result of providing reception and placement services under the terms of a cooperative agreement with the Department of State or the Department of Homeland Security; and
- Are national voluntary resettlement agencies able to coordinate comprehensive multilingual, multicultural services for refugees, Amerasians, Cuban and Haitian entrants, certified victims of trafficking, and asylees at local sites.

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at:

<http://www.whitehouse.gov/government/fbci/guidance/index.html>

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

2. Cost Sharing or Matching: Yes

Grantees are required to meet a non-Federal share of the project costs, in accordance with Section 412 (c) (1)(A) of the Immigration and Nationality Act (8 U.S.C. § 1522 (c) (1)(A)). Section 7(a) and (b) of the Refugee Assistance Extension Act of 1986 (Pub. L. 99-605) (8 U.S.C. 1522 note). Grantees must be able to provide at least 33 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match through cash contributions. Of this match, at least 20 percent of the match must be in cash; the balance may be cash, in-kind services, or donated goods. Therefore, a project requesting \$200,000 in Federal funds must provide a match of at least \$100,000 (33 percent of total approved project costs of \$300,000.) Grantees will be held accountable for commitments of non-Federal resources even if over the amount of the required match. Failure to provide the amount will result in reduction of the Federal award.

3. Other:

Program Guidelines

Applicants can find the requirements for the Matching Grant Program in the Matching Grant Guidelines for 2007, which are posted on the ORR website at <http://www.acf.hhs.gov/programs/orr/programs/matchgva.htm>.

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at:

<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Ron Munia
Co-Director, Division of Community Resettlement
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Refugee Resettlement
370 L'Enfant Promenade, SW
Aerospace Building 8th Floor-West
Washington, DC 20447
Phone: 202-401-4559
Email: rmunia@acf.hhs.gov

2. Content and Form of Application Submission:

Submit application materials on white 8.5 x 11 inch paper only. Do not use colored, oversized, or folded materials. Please do not include organizational brochures, forms or other promotional materials, slides, films, clip, etc. The font size may be no smaller than 12-point (such as Times New Roman or Courier), and the margins must be at least one inch on all sides.

Required Narrative Content (see checklist)

A narrative must be provided that presents detailed information as specified in the categories below. This narrative reflects the information required on the checklist included in this announcement and makes up a substantial portion of the criteria to be measured. Narrative Categories include National Administration, Coordination and Monitoring, General Program Design, Outcomes, Government Performance and Results Act (GPRA), Agency Network Data, and Budget and Budget Justification.

National Administration, Coordination, and Monitoring

A narrative must be provided for each national agency applying to provide Matching Grant services. The narrative should discuss:

1. The institutional organization and the overall management of this structure.
2. The administrative relationship between the national office and the participating local affiliates, including the financial relationship and the monitoring, reporting, and data collection functions performed nationally and locally.
3. The agency's rationale for determining the amount of per capita pass-through to local offices, taking into consideration variables such as region of service, cost of living, etc.

4. The national management of the Matching Grant Program, including the number of staff members in the national office whose time is allocated to the grant, the percent of time allocated to the grant, and their grant-related responsibilities. Describe the qualifications of the staff members who will manage the Matching Grant Program.
5. The agency's process for coordinating Matching Grant services with the State-administered program services.
6. Monitoring conducted by national agency staff of the Matching Grant Program within the past year, including the locations, significant findings, and corrective actions recommended, if any. Indicate all Matching Grant sites that have not been monitored in the past three years.
7. Any technical assistance and training provided to Matching Grant affiliates by the agency in the past year to improve effectiveness of service delivery.
8. The agency's plan for programmatic and financial monitoring of the Matching Grant Program for the upcoming year. Include how the agency plans to monitor performance against the goals contained in the agency's annual outcome goal plan and the quality of services by home visits to Matching Grant clients and the local affiliates. Include the monitoring protocol to be used.

General Program Design

Describe each of the following:

1. How refugees are selected for placement into the program, the characteristics of refugees placed into the program (free cases vs. family reunion cases; single refugees vs. families with two parents and/or families with single parents; refugee vs. parolee vs. asylee, etc.), and the rationale for the number and characteristics of refugees selected. If refugees are selected on a case-by-case basis, please state the general principles used in determining selection for the program.
2. The resettlement model used, including the responsibilities of sponsors in assisting with Matching Grant services, if any; policies relating to sponsorship by recently arrived families; multiple sponsorships, the agency policy toward early employment and self-sufficiency, etc.
3. The policies implemented by the agency to differentiate charges for services funded by the Reception and Placement Cooperative Agreement, by alternative projects such as public-private partnerships (PPP), or by Wilson/Fish Alternative Program from

those provided through the Matching Grant Program to ensure that the Matching Grant will not fund services to be provided under other agreements.

4. The procedures that are used to ensure that refugees will not access public cash assistance benefits during their Matching Grant service period. Any sanctions applied, and the procedures for applying those sanctions, when an appropriate offer of employment or training is refused without good cause.
5. The procedures for enrollment of Cuban and Haitian entrants, Victims of Severe Forms of Trafficking, eligible Amerasian immigrants and asylees.
6. The criteria established for determining when a refugee is considered self-sufficient.
7. The procedures/strategies for refugees who have completed the Matching Grant period with or without attaining self-sufficiency or who request services after the Matching Grant period.
8. The policies concerning language assistance for Limited English Proficient persons in accordance with ORR State Letter #00-18 and #05-20.
9. The manner in which the agency collects, reconciles and reports outcome data to ORR.
10. The agency's process, if any, for national standardized documentation procedures with regard to required case file documentation. Include requirements made of affiliates and the agency's process for revising and distributing forms as needed.

Outcomes

For each local Matching Grant site, provide the following outcomes from the previous 12-month period (September 1, 2006 - August 31, 2006) in **chart** form (provide site-by-site data and overall totals). List both individuals and cases. Applicants can find a suggested template posted on the ORR website at

<http://www.acf.hhs.gov/programs/orr/programs/matchgva.htm>. Electronic files will be requested after the grants have been awarded.

1. Clients newly enrolled in the program.
2. New clients placed into program during the reporting period
3. Clients reaching the 120th day after arrival in the U.S. during the reporting period:
4. Status of clients reaching the 120th day after eligibility:
 - A. Economically self-sufficient
 - B. Not economically self-sufficient
 - C. Time Expired

- D. Dropped out prior to the 120th day
 - i. Accessed public cash assistance
 - ii. Out migrated
 - iii. Other
- 5. Outcomes for Employable Adults:
 - A. Enter the number of employable individuals
 - B. Entered Employment
 - i. Full-time employments: 35 hours or more per week
 - ii. Part-time employments: Fewer than 35 hours per week
 - C. Average Hourly Wage
 - . Full-time employments: 35 hours or more per week
 - i. Part-time employments: Fewer than 35 hours per week
 - D. Health Benefits Available
- 6. Self-sufficient 60 days later
- 7. Clients remaining in the program
- 8. 180-Day Performance Measure

GPRA

The Government Performance and Results Act (GPRA) of 1993 requires Federal agencies to prepare annual goal plans for each program. Applicants must set goals for each affiliate and agency aggregate for Calendar Year (CY) 2007. GPRA goals will be submitted, reviewed and approved by ORR as part of the application process. (GPRA templates and instructions are provided upon request.) Goals reflect the same reporting requirements as stated in Outcomes above.

Local Site Project Design

A narrative must be provided for each local site applying to provide Matching Grant services. The narrative should discuss:

1. Local factors that influence the outcomes of the Matching Grant Program, such as the availability and types of employment for refugees, community characteristics, level of welfare payments, housing, and public transportation as it relates to housing and employment sites and other competing programs.
2. How the applicant will provide services under the grant at that site and the agency providing the service, including services provided in-house, services and assistance provided through other resources (training, Food Stamps, medical, etc.), the availability of those services and assistance, and the strategies

- used to gain employment, follow-up services, and job upgrades for clients.
3. How clients' basic needs will be met, including food, housing, and cash needs.
 4. Referring to the data provided under Outcomes and Goals, the reasons for any low-performing sites (low-performing sites are those with individual outcomes of more than 10 percent below the national average) and the plans for increasing outcomes.
 5. The procedures for coordinating with other local resettlement agencies to avoid duplication of enrollments for clients that are enrolled without the benefit of reception and placement grants.
 6. Other services provided to clients by the affiliate, including the amount and source of funds by activity, intended target group (non-Matching Grant participants, post-Matching Grant participants, etc.) and how these services will be coordinated. Examples of such services include Wilson/Fish Alternative Programs, regular social services, State-funded Vocational English as a Second Language (VESL) program for Matching Grant clients, or ORR-funded discretionary programs, such as Preferred Communities.
 7. Staffing patterns at the local level, i.e., the extent to which refugees will be served in a culturally and linguistically appropriate manner by staff members with the ability to speak the same language, the general experience and training of staff members, the number of staff members and percent of time allocated to each program area (employment, case management, English as a Second Language (ESL), etc.), and the average staff/client ratio for each program area.
 8. For new sites, the beginning services in the proposed area and how assistance and services to clients through the proposed Matching Grant Program will be more desirable and promote earlier self-sufficiency than existing assistance and services. Provide anticipated outcomes of the proposed new sites as compared to any outcomes to be delivered by existing program services.

Agency Network Data:

CHART or LIST the following information:

1. Cities proposed for a Matching Grant Program in CY 2007, the number of refugees expected to resettle in those cities, and the number of refugees who are expected to be Matching Grant clients. (Please indicate new sites.)

2. Total number and projected ethnicity of refugees to be resettled during CY 2007 and the number and country of origin of refugees expected to be served under the Matching Grant Program; total number and projected ethnicity of Cuban/Haitian (C/H) entrants, asylees and victims of human trafficking projected to be enrolled in the Matching Grant Program in CY2007. Rationale for the number and selection of refugees, C/H entrants, asylees and victims of human trafficking served through the Matching Grant Program in relation to the total caseload resettled by the voluntary agency at each site should be provided in narrative form. Rationale for Matching Grant slot allocation to individual cities/States in affiliate networks should also be provided. Applicants can find a suggested template for the ethnicities chart posted on the ORR website at <http://www.acf.hhs.gov/programs/orr/programs/matchgva.htm>. Electronic files will be requested after the grants have been awarded.
3. Sites monitored in January 1 through December 31, 2006.
4. Sites proposed for monitoring in CY 2007.
5. Affiliate office information. See attached template. Electronic copies of this document will be requested after grants are awarded. Note that this information will be listed on the ORR website in a Matching Grant site list.

Budget and Budget Justification

For the overall budget and budget justification, applicants must provide detailed descriptions in the following format by category: General Guidelines; Personnel; Fringe Benefits; Travel; Equipment; Supplies; Contractual; Indirect Charges; Program Income; Non-Federal Resources; Total Direct Charges; Total Indirect Charges; and Total Costs.

For applicant's National Administration, provide:

1. A line-item budget.
2. A narrative explanation for national administration. The line-item budget shall include a line-item breakout between the Federal and non-Federal resources that are used to serve the Matching Grant clients. The budget narrative shall include the total number of staff positions funded, salary, time allocated, costs for each position funded, and direct and indirect administrative costs. If indirect costs are proposed, an approved, negotiated indirect cost rate must be in effect before costs may be charged. If the applicant has an approved rate, a copy of the

- agreement must be attached to the application. If the applicant does not have a negotiated indirect cost agreement with any agency of the Federal Government, all costs must appear in the budget as direct charges. Indirect costs may be reimbursed on an award only basis if the indirect cost rate agreement is in effect at the beginning of the project period/budget period and covers all or part of the period covered by the award.
3. Describe policies and procedures that govern agency in-kind match services (e.g., guidelines concerning services provided by volunteers, training and supervision provided to volunteers, procedures for determining the value of in-kind contributions, and the average local rate for volunteer staff time and how this was determined), and how matching is tracked, monitored, and reported at the national level.

For Local Matching Grant Sites proposed, provide:

1. A line-item budget.
2. A narrative explanation. The line-item budget shall indicate the amount of local administrative costs, case management, employment services, cash allowance, maintenance (food and housing), transportation, and "other" (non-required, but allowable services), for each affiliate. Please also include the number of refugees projected to be resettled at each site during the grant period and the number of clients expected to be served through the Matching Grant Program. The line-item budget for each site shall include a line-item breakout between the Federal and non-Federal resources that will be used to serve the Matching Grant clients. The budget narrative shall include the total number of staff positions funded, salary, time allocated, costs for each position funded, and direct and indirect administrative costs.
3. Describe policies and procedures that govern affiliate in-kind match services (e.g., guidelines and required documentation concerning services provided by volunteers, training and supervision provided to volunteers, procedures for determining the value of in-kind contributions, and the average local rate for volunteer staff time and how this was determined), and how that match is tracked and reflected in Matching Grant services and client files.

Describe how and when the required dollar match will be raised.
(Provide agency fund raising schedules/events, if available).

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey*

on Ensuring Equal Opportunity for Applicants, at:
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at** http://www.acf.hhs.gov/grants/registration_checklist.html.

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail. **To address any difficulties that**

you may encounter, it is to your advantage to submit 24 hours ahead of the closing date and time.

- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms,

certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

3. Submission Dates and Times:

Due Date for Applications: 12/4/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-424B	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.

National Administration, Coordination and Monitoring	See Section IV.2	Found in Section IV.2	By application due date.
General Program Design	See Section IV.2	Found in Section IV.2	By application due date.
Outcomes	See Section IV.2	Found in Section IV.2	By application due date.
GPRA Goal Plan	See Section IV.2	Found in Section IV.2	By application due date.
Local Site Project Design	See Section IV.2	Found in Section IV.2	By application due date.
Agency Network Data	See Section IV.2	Found in Section IV.2	By application due date.
Proof of Non-Profit Status	See Section III.3	Found in Section III.3	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at:
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for	See form.	See	By application

Private, Non-Profit Grant Applicants		http://www.acf.hhs.gov/programs/ofs/forms.htm	due date.
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4. Intergovernmental Review:

This program is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities".

5. Funding Restrictions:

Funding for this program is limited. Pre-award costs may be allowed. Administrative costs must come out of the per capita. ORR will provide eligible grantees the maximum amount of allocated Matching Grant funds for which they will be able to apply. These allocations will total \$55 million and will be based on the 120- and 180-day self-sufficiency outcomes of cases recorded from previous service periods, as well as the total number of funded enrollments in previous years. Agency management of the program, particularly as pertains to timely and accurate reporting to ORR, will also be taken into consideration. The remaining \$5 million will be open for competition, based on any Appendix I. additions to agency applications.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

Sylvia Johnson
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
370 L'Enfant Promenade, SW
Aerospace Building; 6th Floor-East
Washington, DC 20447

Hand Delivery

Sylvia Johnson
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
901 D Street, SW
ACF Mail Room, Second Floor Loading Dock, Aerospace Center
Washington, DC 20024/p>

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding

recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public

Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities.

These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

PROGRAM INCOME

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

BUDGET AND BUDGET JUSTIFICATION - 20 points

- The clarity and reasonableness of the budget; the extent on which the applicant sufficiently details the budget and demonstrates a cost-effective use of Federal funds.
- The extent on which the applicant justifies the budget and uses reasonable methodologies for estimating the number of client participants and the amount of matching funds.
- The extent on which the system for determining the value of in-kind contributions is clear, reasonable, and appropriate.
- The reasonableness of the methods for acquiring the match.

- The ways in which the applicant will distribute funds to affiliate offices and the affiliate offices will track those funds.

RESULTS OR BENEFITS EXPECTED - 20 points

- The reasonableness of the applicant's plan to set goals for continuous improvement.
- The extent on which the applicant's goals and its proposed local site goals meet the overall goal of the Matching Grant Program of refugees achieving self-sufficiency as quickly as possible after their arrival in the U.S.

THIRD-PARTY AGREEMENTS - 20 points

- The extent to which the applicant's description of each resettlement site is adequate and reflects a well-designed and coordinated local resettlement program.
- The extent on which the affiliates' staffing patterns and the offered program services meet the program goal of refugee self-sufficiency. When grading this criterion, ORR will take into consideration community characteristics, the affiliates' prior performances, and the number and characteristics of clients served.

STAFF AND POSITION DATA - 20 points

National Organization, Coordination, Monitoring

- The ability of the national organizational structure to administer the proposed program, its grant-related management structure and staff, its administrative relationship to local affiliates, and the level of technical assistance proposed for local affiliates to assure proper management of the Federal grant.
- The extent on which the Matching Grant services coordinate with State-administered program services.
- The extent on which the applicant clearly describes a monitoring plan for the upcoming year that provides sufficient oversight for the affiliates and the lead agency.
- The extent on which the applicant clearly describes the monitoring of the program during the past year. The extent on which the monitoring reflects adequate management of the program and the program's ability to improve performance through its monitoring efforts.
- The extent on which the applicant has demonstrated through prior performance that the applicant and its proposed local sites

can meet the overall goal of the Matching Grant Program, which is refugees achieving self-sufficiency as quickly as possible after their arrival in the U.S.

The extent on which the agency clearly describes the rationale for determining the amount of per capita pass-through to local offices.
APPROACH - 20 points

- The adequacy of the resettlement model and the likelihood that the resettlement services described that are funded through the Matching Grant Program will result in refugees obtaining early employment and self-sufficiency without accessing public cash assistance.
- The client selection policies of the program. These policies should be able to explain clearly how and why the program will select its clients from the pool of eligible clients and should link local employment opportunities to the proposed clients.

The method for differentiating between services funded by Reception and Placement Cooperative Agreements and those charged to the Matching Grant Program. This must be documented in writing to avoid confusion between the two services, duplication of effort, and duplication of charges for services rendered.

APPENDIX I CRITERIA:

- The extent to which the applicant's description of needy populations to be served is adequately portrayed and the explanation of why additional Matching Grant funding is particularly necessary to the described population or locale.
- The extent to which the additional slot allocation to local Matching Grant offices adequately reflects the needs portrayed.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

An independent review panel of experts will review and score competitively all applications that meet the stipulated deadline and other stated requirements in accordance with ACF grants policy and the criteria stated above. The independent review panel's scores and explanatory comments will assist the Director of ORR in considering competing applications. Reviewers' scores weigh heavily in funding decisions but will not be the only factors considered. Applications generally will be considered in order of the average scores assigned by

the reviewers. However, highly ranked applications are not guaranteed funding since other factors are taken into consideration, including comments of reviewers and of ACF/ORR officials, the applicants' previous program performance, the applicants' compliance with the grant terms of previous HHS grants, audit reports, and investigative reports. The Director of ORR will make the final funding decisions.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

3. Anticipated Announcement and Award Dates:

ORR will notify the successful applicants by mail no later than February 15, 2007, through the issuance of a Financial Assistance Award. This document will set forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided, and the total project period for which support is contemplated.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities

such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.os.dhhs.gov/fbci/waisgate21.pdf>.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: <http://www.whitehouse.gov/government/fbci/guidance/index.html>.

HHS Grants Policy Statement

The HHS Grants Policy Statement (GPS) is the Department of Health and Human Services' new single policy guide for discretionary grants and cooperative agreements. Unlike previous HHS policy documents, the GPS is intended to be shared with and used by grantees. It became effective October 1, 2006 and is applicable to all Operating Divisions (OPDIVS), such as the Administration for Children and Families (ACF), except the National Institutes of Health (NIH). The GPS covers basic grants processes, standard terms and conditions and points of contact as well as important OPDIV-specific requirements. Appendices include a glossary of terms and a list of standard abbreviations for ease of reference. The GPS may be accessed at http://www.acf.hhs.gov/grants/grants_resources.html.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

Program Progress Reports: Tri-Annually
Financial Reports: Semi-Annually

For this program, grantees must submit triennial programmatic statistical reports, an annual narrative report, and biannual financial reports.

Original reports may be mailed to Sylvia Johnson and copied to Ron Munia, rmunia@acf.hhs.gov, and Laura Garcia, lgarcia@acf.hhs.gov.

Financial Reports:

The original and two copies of the Standard Financial Status Report (SF-269) are due July 30, for the period from January 1 through June 30; and January 30, for the period from July 1 through December 31. A final report is due 210 days after the end of each one-year budget period and the three-year project period. (The extended due date of the final report allows time for agencies to complete services for refugees placed into the program during the project period.) The recipient organization's financial officer, or a designated individual in the organization, must sign and mark all financial status reports as final. If the organization uses a designated individual, an authorized official of the organization must notify ACF of this designation. ACF will not consider estimated, interim, or draft reports.

Annual Narrative Report:

Programs must submit a narrative report, covering the period of the prior January 1 through December 31 grant, by February 15 of each year. This report shall contain:

- A brief description of program accomplishments;
- A brief description of the circumstances that affected program performance over the year;
- By ethnicity, the number of Matching Grant clients enrolled in the year;
- The case type (refugee, asylee, etc.) and location;
- A summary of outcomes (reflecting the Program Progress Statistical Report) for those refugees (by location); and
- A summary of monitoring actions and findings during the year.

Program Progress Statistical Reports:

Programs will submit reports on statistical outcomes at four-month intervals. Reported data is to include national aggregate and all local offices participating in the Matching Grant program. The report for the period January 1 through April 30 is due May 31. For May 1 through August 31, it is due September 30. For September 1 through December 31, it is due January 31. Instructions for these reports follow. Applicants can find a suggested template posted on the ORR website at <http://www.acf.hhs.gov/programs/orr/programs/matchgva.htm>. Electronic files will be requested after the grants have been awarded.

VII. AGENCY CONTACTS

Program Office Contact:

Ron Munia
Co-Director of Community Resettlement
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Refugee Resettlement
370 L'Enfant Promenade, SW.
Aerospace Building, 8th Floor-West
Washington, DC 20447
Phone: 202-401-4559
Fax: 202-401-4820
Email: rmunia@acf.hhs.gov

Grants Management Office Contact:

Sylvia Johnson
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
370 L'Enfant Promenade, SW.
Aerospace Building, 6th Floor-East
Washington, DC 20447
Phone: 202-401-4524
Email: sjohnson@acf.hhs.gov

VIII. OTHER INFORMATION

Instructions for Completing the ORR Matching Grant

Program Progress Statistical Reports

CY 2007

Reporting Periods and Due Dates:

Progress Reports are to be submitted three times a year, covering the following four-month reporting periods: Reported data is to include national aggregate and all local offices participating in the Matching Grant program. Applicants can find a suggested template posted on the ORR website at

<http://www.acf.hhs.gov/programs/orr/programs/matchgva.htm>.

Electronic files will be requested after the grants have been awarded.

<u>Report Period</u>	<u>Date Due</u>
January 1 through April 30	May 31
May 1 through August 31	September 30
September 1 through December 31	January 31

The instructions below are for completing the Program Progress Report.

A. New clients placed into program during the four-month reporting period:

Enter the number of newly-arrived cases and individuals who were enrolled into the Matching Grant Program during the reporting period. The individual count must include all members in the case, including children.

Please note that for cases in which the date of arrival/eligibility and date of enrollment fall in separate reporting periods, the individual/case should be counted as 'enrolled' during the period of enrollment, not arrival.

B. Clients reaching the 120th day after arrival in the U.S. during the reporting period:

Enter the total number of individuals participating in the Matching Grant Program who have reached their 120th day after date of eligibility during the reporting period.

C. Status of clients reaching the 120th day after eligibility:

1. Economically self-sufficient: Enter the number of cases and individuals who reached the 120th day after date of eligibility during the reporting period who were self-sufficient on that day.

Self-sufficiency is defined as earning a total family income at a level that enables a family unit to support itself without receipt of a cash assistance grant per 45 CFR 400.2 Definitions. Cases and individuals

receiving Food Stamps, Medicaid, etc., without cash payments, are considered self-sufficient.

2. Not economically self-sufficient and remaining in program:

Enter the number of cases and individuals reaching their 120th day who will continue to receive Matching Grant services beyond their 120th day without accessing public assistance.

3. Time Expired: Enter the number of cases and individuals who reached the 120th day after eligibility during the reporting period who are not self-sufficient and for whom support through the program is terminated. For those who are time-expired, enter the number of cases and individuals applying for public cash assistance.

4. Dropped out prior to the 120th day: Enter the number of cases and individuals who were enrolled in the Matching Grant Program and would have reached their 120th day this reporting period had they not dropped out of the program prior to that date. Of that number, report reasons for dropping out in the categories below:

a. Receipt of public cash assistance: Enter the number of cases and individuals who reached the 120th day after eligibility during the reporting period and who left the program prior to the 120th day due to receipt of public cash assistance. If a case accessed public cash assistance but had not reached the 120th day after eligibility during the current reporting period, do not include it in the current report. Report this in the next report.

b. Out migrated: Enter the number of cases and individuals who reached the 120th day after eligibility during the reporting period and whose status is unknown because they moved from Matching Grant service area prior to the 120th day.

c. Other: Enter the number of cases and individuals who reached the 120th day after eligibility during the reporting period and whose status does not fit any of the above categories. Please comment in the narrative section of the report giving reasons for the exception to the above categories, e.g., death, ill health.

D. Outcomes for Employable Adults

Enter the number of employable individuals who participated in Matching Grant employment services, and who reached the 120th day after eligibility during this reporting period.

1. Entered Employment: Enter the total number of individuals who reached the 120th day after eligibility who were employed during the reporting period.

a. Full-time employments: 35 hours or more per week.

b. Part-time employments: Fewer than 35 hours per week.

If a client holds more than one part-time job resulting in a combined total of hours of employment of 35 hours or more per week, this placement can be considered as one full-time entered employment. Subsequently, agencies would then report a weighted average hourly wage as if it were one full-time placement.

2. Average Hourly Wage: Average hourly wage at placement is defined as the sum of the hourly wages for the unduplicated number of full-time job placements, entered at *D.1.a.*, divided by the total unduplicated number of individuals placed in full-time employment (*D.1.a.*) and the sum of the hourly wages for the unduplicated number of part-time job placements, entered at *D.1.b.*, divided by the total unduplicated number of individuals placed in part-time employment (*D.1.b.*).

In the case where a refugee with multiple part-time jobs is being counted as a full-time placement (see above), a weighted average of the part-time wages should be used in calculating the full-time average hourly wage.

3. Entered Employment with Health Benefits Available: For those individuals who entered full-time employment (see *D.1.a.*), enter the number of placements offering health benefits either at placement or within six months of placement. This is not a measure of how many individuals elect to enroll in health benefits, but rather how many jobs offer this option. Health benefits should be considered available even if coverage is available only to the employee and is not extended to the employee's family members. Benefits are considered available without regard to whether the employee must contribute to the premium.

Follow Up on Previous Progress Report

E. Self-sufficiency Retention:

Enter the number of cases and individuals who were reported self-sufficient during the last reporting period (*C.1* of last report).

1. Self-sufficient 60 days later: Of the total cases in *E*, enter the number of cases and individuals who retained their self-sufficiency through the 180th day.

F. Clients remaining in the program who were reported in the last progress report and who have completed 180 days in the program:

Enter the total number of cases and individuals who continued in the program at 120 days, reported in section C.2 of the previous reporting period. Report for following categories:

Self-sufficient at 180 days: Of the total cases in *F*, enter the number of cases and individuals of this description who reached self-sufficiency. Self-sufficiency is defined as earning a total family income at a level that enables a family unit to support itself without receipt of a cash assistance grant per 45 CFR 400.2 Definitions. Cases and individuals receiving Food Stamps, Medicaid, etc., without cash payments, are considered self-sufficient.

2. Not self-sufficient at 180 days: Of the total cases in *F*, enter the number of cases and individuals of this description who did not reach self-sufficiency.

G. 180-Day Performance Measure:

Enter the total number of cases and individuals who reached the 120th day after arrival (*B*) in the last reporting period. This number should represent all clients, no matter what their status at 120 days.

1. Enter the total number of cases and individuals who were self-sufficient at the 180-day mark (*E1 + F1* above).

Please note that cases that were Time Expired or Dropped out of the Matching Grant Program at 120 days may not be counted here, regardless of whether or not they are self-sufficient.

Narrative

Describe any deviations from established goals, special concerns, problems, initiatives, and accomplishments during this period. Provide a breakout of clients enrolled this period by immigration status, i.e., refugee, C/H entrant, asylee, Amerasians, victims of severe forms of human trafficking.

Records

Grantees must provide for the maintenance of such operational records as are necessary for Federal monitoring of the grantee's

project. Grantees are to maintain adequate records to track and report on project outcomes, matching contributions, and expenditures by budget line item. The official receipt point for all reports and correspondence is the ACF Grants Management Office. A grantee will submit the original and two copies of each report by the due date directly to the Grants Management contact named in the award letter.

Date: 10/10/2006

Martha E. Newton

Director

Office of Refugee Resettlement

APPENDIX I CRITERIA:

- The extent to which the applicant's description of needy populations to be served is adequately portrayed and the explanation of why additional Matching Grant funding is particularly necessary to the described population or locale.
- The extent to which the additional slot allocation to local Matching Grant offices adequately reflects the needs portrayed.